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Information Management

**THE AIR FORCE PUBLICATIONS AND
FORMS MANAGEMENT PROGRAMS-GUIDE
FOR PROPONENTS OF AIR FORCE
PUBLICATIONS**

NOTICE: This publication is available digitally on the USAFA WWW site at: <http://www.usafa.af.mil>.

OPR: IMP (Renate Hannon)

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AFI 37-160, Volume 5, 30 November 1993, is supplemented as follows:

The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1.2.2. Contact the Publications Division (IMP) to obtain a *Checklist for Publication Project Officer*. For HQ USAFA publications, prepare a clean 8-1/2 by 11-inch double-spaced draft using MS Word when possible. When submitting to IMP for final processing, include a copy on floppy disk. Format the text in 10-point Times New Roman, justified margins. Include any graphics on the same or second disk. Preferred format for graphics is PowerPoint for Windows. For revisions of existing HQ USAFA publications, contact IMP to obtain a copy on disk.

1.2.3. and 5.4. Although IMP will provide guidance on writing, editorial standards, and coordination at any stage of the development process, the formal editing will not be done until after formal coordination and approval has been obtained.

1.2.4., 1.2.7., 5.2., and 5.6. See AFI 37-160, Vol 1, as supplemented, for local guidance on completing AF Form 673, required coordination, certifying and approving authorities, and draft submission to IMP.

2.3.1.1. Use "F" distribution for HQ USAF Academy publications unless paragraph 2.3.1.2 applies. Functional statements are not required.

2.3.1.2. Use special "X" distribution on a limited basis:

2.3.1.2.1. List each activity or organization (including address and zip + 4 code, as appropriate) authorized to receive the publication and the number of copies required by each activity. Show this information in the footnotes on the distribution line. When the list is extensive, use the last page following the signature element. Keep requirements current. The OPR is responsible for stocking and distributing these publications.

2.3.1.2.2. Use combined "F" and "X" distribution when USAF Academy and off-base distribution is required.

2.8. Issue a revision if the publication has only one or two printed pages. This applies to publications at all levels.

2.9. and 3.25. A formal change may be issued when the publication has three printed pages or more, including attachments. This applies to publications at all levels.

2.10. and 3.33. Message changes are not used at the USAF Academy.

3.4. and 3.10. Use the format on the front page of this supplement for the title page and title-page footnotes for HQ USAFA publications. A sample format for squadron and operating instructions is shown in AFI 37-160, Vol 1/USAFA Sup 1, attachment 1. Run lengthy "X" distribution lists across the bottom of the page.

3.5.3. HQ USAFA/IMP assigns control numbers to HQ USAFA publications. USAFA instruction (USAFAI) control numbers will show a connection between USAFAIs and their antecedent Air Force or USAFA policy directive (AFPD or USAFAPD). For all other publications at all levels, control numbers will start with 1 for each series and continue in sequence.

3.6. Each USAFAI and squadron instruction (does not include operating instructions) must state in the purpose statement which antecedent policy directive (AFPD or USAFAPD) it implements.

3.9. At the Academy, a summary for changes is required on policy directives, instructions, and manuals at all levels (not required for supplements).

3.18.3.2. See paragraph 1.2.2, this supplement.

3.19.1. Do not prescribe, adopt, or refer to office (O-) forms in a HQ USAFA publication. Office forms are developed for use in one office to support internal procedures. If you need to provide guidance on their use, prescribe them in an operating instruction (OI) or squadron instruction. Coordinate through Forms Management (IMPF) if your directive prescribes, adopts, or obsolete USAFA command forms.

3.19.2.3. Include sample forms with sample entries in HQ USAFA publications only if absolutely necessary. If the form is later revised, the publication must also be revised or changed to reflect the latest edition of the form.

3.20.1. Records Management (IMD) is the Information Collections and Reports (ICR) manager on the Air Force Academy (formerly referred to as the IRRM).

3.26. Page-insert, write-in, and paragraph changes are all authorized at the USAF Academy.

5.5. To request immediate-action handling for a HQ USAFA publication, submit a letter to HQ USAFA/IM justifying the need for priority handling and the date on which publication must reach users. Letter must be signed by the certifying official.

A10. Contact IMP to obtain a *Checklist for Publication Project Officer*.

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Director of Information Management